



## ROLE PROFILE

<b>Role Title:</b>	<b>Financial Investigation Manager (FIM)</b>
<b>Department/Unit:</b>	<b>Regional Economic Crime Unit - ERSOU</b>
<b>Rank/Grade:</b>	<b>PO3/PO4</b>
<b>Reporting to:</b>	<b>Senior FIM or DI CFT - Regional Economic Crime Unit</b>
<b>Main purpose of the role:</b>	To conduct and supervise asset recovery investigations, in order to achieve a consistent quality of work and to improve productivity across the region; by researching, gathering, collating and analysing evidence and intelligence and recommending appropriate action to asset recovery staff and senior managers. To contribute to achieving the ERSOU vision, mission and values.

### Key Responsibilities

- Act as the first level of expert supervision managing a team of specialist financial investigation staff in the delivery of financial investigation, asset recovery and confiscation enforcement, providing support, advice and guidance which is auditable, using a case management system.
- Allocate, manage and oversee investigations, ensuring the investigations are carried out thoroughly and expeditiously in accordance with the investigation policy. Ensure the use of financial evidence and intelligence in order to support prosecutions is obtained ethically and in accordance with the relevant legislation, policy and codes of practice. Make decisions as to the most appropriate course of action to take in each investigation and make recommendations to senior managers and prosecutors; this will include recommendations as to the most appropriate asset recovery legislation to use.
- Assist in the development of policy and standard operating procedures for the RECU within the framework of a comprehensive strategic policy for the management of financial investigations and across the region. Continually review financial investigation methodology to ensure that changes in legislation and implications of case law are adopted. Ensure standards and practices are met and maintained. Improve and enhance asset recovery performance. Prepare regular written reports to senior managers as to team performance and the progress and likely outcome of investigations.
- To work closely with the CPS and other relevant stakeholder agencies in accordance with codes of practice and relevant legislation to manage the progression of each case through court processes. Together with investigators and the CPS make decisions regarding the use of Proceeds of Crime Act powers of Restraint.
- Maintain accreditation, through the Proceeds of Crime Centre, as a current and competent financial investigator and confiscator, conducting asset recovery investigations. Produce written evidence in a legally admissible format, deliver that evidence orally in court as an acknowledged "expert" in order to contribute towards and advance both civil and criminal judicial processes.
- Take part in the planning and execution of the search and arrest phases of investigations, with personal responsibility for the identification and seizure of relevant financial documentation in order to interpret it.
- Develop and maintain close working relationships with ROCU Teams, constituent Forces and partner agencies in order to disrupt and dismantle criminal enterprises and ensure opportunities for asset recovery are maximised. Share good practice and resources to ensure the best possible service for the organisation and the public.
- Ensure staff are properly equipped to perform their roles. Have regular personal development meetings (monthly as a minimum). Staff should be set SMART objectives reviewing performance and development thus creating a supportive working environment.

**These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review.**



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Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Line management responsibility for staff and/or officers</li> </ul>

Entry Requirements
<ul style="list-style-type: none"> <li>Experience in criminal and civil Proceeds of Crime Act (POCA) investigations and be currently accredited in Financial Investigation, Confiscation and Restraint with a verified Proceeds of Crime Centre CPD.</li> <li>Detailed knowledge of covert law enforcement, criminal investigations and the application of asset recovery legislation.</li> <li>Management experience with the ability to effectively communicate and manage relationships at all levels and within a partnership environment.</li> <li>The post-holder will be required to have the aptitude to digest complex operational plans, manage highly sensitive information and the operational credibility to make key decisions within the context of a financial investigation.</li> <li>The post holder must demonstrate effective communication and the ability to make decisions within this specialist field.</li> <li>The post holder must demonstrate flexibility and the ability to work under pressure to meet deadlines, using their own initiative to prioritise their staff's and their own workloads.</li> </ul>

Any other General Requirements/Scope
<ul style="list-style-type: none"> <li>The post holder will be required to use their own vehicle so the individual will need to ensure that they have business use cover within their insurance.</li> <li>The post holder may be required to work from different locations other than the home station.</li> <li>The post holder will be required to act as an expert witness in court.</li> <li>The post holder may be required to work additional hours but this will be agree in advance in conjunction with management &amp; the post holder.</li> <li>Vetting required, as advised by the Vetting unit; SC &amp; MV for ERSOU.</li> <li>The post holder will be expected to undertake training as and when required.</li> <li>The post holder will be expected to comply with health and safety requirements.</li> </ul> <p><b>Obligatory Requirements</b></p> <ul style="list-style-type: none"> <li>Before commencement of this appointment, this role may be subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.</li> <li>There is a requirement for the role holder to meet the probationary objectives set.</li> </ul>



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### Personal Qualities(Behavioural Competencies)

#### We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

#### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

#### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

#### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.